

**DEPARTMENT OF THE TREASURY
FEDERAL LAW ENFORCEMENT TRAINING CENTER
GLYNCO, GEORGIA 31524**

FLETC DIRECTIVE (FD)

NUMBER: 67-10.A

Subject:

DATE: 06/30/82

Sunset Review:

INJURIES OR ILLNESSES OCCURRING DURING
NON-DUTY HOURS AT THE FEDERAL LAW ENFORCEMENT
TRAINING REPRESENTATIVES

1. PURPOSE. This directive establishes procedures to be followed when someone is injured or taken ill during non-duty hours.

2. SCOPE. This directive applies to all personnel at the Federal Law Enforcement Training Center (FLETC).

3. CANCELLATION. FLETC Directive No. 68-10.A, Injuries or Ill nesses Occurring During Non-Duty Hours, dated October 28, 1977.

4. REFERENCES.

a. FPM Chapter 792, Federal Employees Occupational Health Program and FPM Chapter 810, Injury Compensation.

b. Treasury Directive No. 70-07.B, Procedures for Reporting and Investigating Accidents, dated January 21, 1981.

5. DEFINITION.

Non-Duty Hours. For the purpose of this directive non-duty hours refers to the period of time that the Center's Health Unit is closed, normally from five p.m. until seven-thirty a.m. daily and at all times on weekends and holidays.

6. PROCEDURES AND RESPONSIBILITIES.

a. Anyone who finds a person who is injured or ill at the Center should do the following:

(1) Render immediate assistance to the individual .

(2) Call the Communications Center (Ext. 2461) to report the case and

request transportation to the emergency room of the Glynn Brunswick Memorial Hospital, if the illness is of an apparent serious nature.

b. Communications Center. The individual assigned to the desk will do the following:

(1) If necessary, arrange for emergency transportation for the ill or injured person.

(2) Request a responsible member of the staff to accompany the individual to the hospital, if available, but do not delay the transfer of the individual for medical treatment.

(3) Make an inquiry into the circumstances for inclusion into the daily log.

(4) In case of a student injury, contact the Faculty Advisor and the Participating Organization Representative of the program in which the student is enrolled. In the event that contact cannot be established, another responsible staff member or agency representative must be contacted.

(5) In the case of injury or illness of a staff member, notify the member's supervisor.

(6) In the case of contractor personnel, notify the contractor or his representative.

(7) If the individual is a Civil Service employee and the injury is work-connected, insure that a Form CA-16, Request for Examination and/or Treatment (Attachment 1), is filled out and sent with the individual going to the hospital for treatment. Forward a copy of the signed form to the Personnel Division. Note: Form CA-16 is strictly for work-related injuries. Injuries that do not occur in the performance of duty will be the individual's responsibility and hospital personnel must be informed of the appropriate hospitalization insurance coverage. Illnesses are treated the same as non-work related injuries and the expense is borne by the individual. Unless it is a work-related injury, the cost for transportation by county emergency vehicles will be paid by the individual. Bills for work-related injuries may be covered by the Office of Workers' Compensation Program.

c. Faculty Advisor/Participating Organization Representative. When contacted by the Communications Center, these individuals will, as appropriate:

(1) Provide every assistance, if requested or if necessary.

(2) Assure that proper notifications are made to Program Managers, and Organizational representatives. Also notify the family if requested by the student.

(3) Contact the FLETC Personnel Division's Compensation Specialist on the first working day after the injury and provide all information relevant to the claim. The Personnel Division will act on behalf of the student's parent agency in filing claims with the Office of Workers' Compensation Programs.

Obtain a Form CA-1, Federal Employees Notification of Traumatic Injury and Claim for Continuation of Pay/Compensation (Attachment 2), from the Personnel Division. If the injured student is a Treasury Department employee a TDF 70-09.5 (5-78), Supervisor's Report of Accident/ Incident (Attachment 3), must also be completed in accordance with FLETC Directive 70.09.L and submitted to the FLETC Safety Manager.

(4) Notify the Personnel Division's Compensation Specialist immediately when the student returns to class or disability ceases.

(5) If necessary, make arrangements to secure the personal belongings of the student, in the presence of a witness if possible.

(6) Notify the Training Coordination Branch when the student is hospitalized, returns to class, or is sent home.

(7) Confer with the student's immediate supervisor on any special requirements.

(8) Maintain regular contact with the student and attending physician during the duration of hospitalization to assure that all information regarding the student's condition is current and to provide the student with required support.

d. Supervisor. When a staff member is injured, fill out and forward a Form CA-1 to the Personnel Division and TDF 70-09.5 to the Safety Manager. The supervisor is required to notify the Personnel Division's Compensation Specialist immediately when the employee returns to work or disability ceases.

6. PENALTIES.

a. Any person who makes a false statement to obtain Federal employees' compensation payments which that person is not entitled to is subject to a fine of no more than \$2,000 or imprisonment for no more than one year, or both.

b. Any person charged with the responsibility for making reports in connection with an injury who willfully fails, neglects, or refuses to do so; knowingly files a false report; induces, compels, or directs an injured employee to forego filing a claim; or willfully retains any notice, report, or paper required in connection with an injury, is subject to a fine of no more than \$500 or imprisonment for no more than one year, or both.

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7. OFFICE OF PRIMARY INTEREST. Personnel Division, Office of Resource Management.

David W. McKinley
Acting Director

Attachments (3) (See the Personnel Division)